

MEETING MINUTES
BERKLEY DOWNTOWN DEVELOPMENT AUTHORITY
SPECIAL MEETING OF THE BOARD OF DIRECTORS
Wednesday, May 27, 2026, 8:15 AM
Berkley Public Safety, 2nd Floor, Conference Room



I. MEETING CALLED TO ORDER: The meeting was called to order at 8:16 AM with Chair Matteo Passalacqua presiding.

A. Roll Call Taken and Quorum Determined

Present: Desiree Dutcher
Katie Forte
Anna Grace
Chris Gross
Shawn Heath-Lee
Uli Laczkovich
Matteo Passalacqua
Ashley Poirier
Crystal VanVleck

Absent: Scott Francis
Lucas Gonzalez – *excused*
Katie Goodwin – *excused*
Todd Schaefer – *excused*
Brian Zifkin

Also present: Nate Mack, DDA Executive Director
Adam Wozniak, DPW Liaison
Shawn Young, DPW Director

II. APPROVAL OF AGENDA

Gross moved to approve the Agenda, Grace seconded, and the motion was unanimously approved by the Board.

Passalacqua thanked everyone for taking the time to attend this special meeting to take care of time-sensitive issues.

III. ACTION ITEMS

A. 2026-27 Fiscal Year DDA Budget

Mack reported that after close examination, there were four items in the DDA budget adopted by City Council where the numbers didn't match the numbers for those categories that the DDA Board had recommended be approved for their 2026-27 Fiscal Year DDA Budget. The Council budget (spreadsheet column labeled "CM") also had no funds devoted to funding the revised DDA Strategic Plan. An additional discrepancy appeared in Mack's salary and benefits figures.

Those items were:
Property tax revenue
Events sponsorships and fees
Memberships and dues
Advertising and marketing

The City's Finance Department acknowledged that the discrepancies were due to clerical errors entering data and that individual amounts can be changed at a later date using budget amendments. As long as the *total* budget number doesn't increase, the entire budget (total @\$539,000) won't need Council approval

Mack recommended the Board approve the budget as the Council adopted it before sending it back to the DDA Board.

VanVleck moved to approve the CM recommended DDA fiscal year 2026-27 budget as adopted by City Council, Heath-Lee seconded, and the motion was unanimously approved by the Board.

B. Robina Placemaking Project

Mack reported that construction of the concrete portion of the plaza is currently held up by the neighboring theatre's water line fire suppression installation issues. It's not recommended to lay the concrete for the new Robina Plaza before the theatre's water line is completed. That would require cutting the concrete twice. The other components of the project can be bid, if not already done so, and begun. Only the lighting component is affected by concrete construction portion.

Director Young has been working closely with the theatre owners and noted their eagerness to move their revisions along but also noted that a concrete completion may not be finished until July.

Passalacqua noted his main concern is that the existing shade trees not be damaged during construction or additional plant installation.

Grace moved to accept the quotation recommended for the decorative concrete that was included in the Board packet, Laczkovich seconded, and the motion was unanimously approved by the Board.

There was discussion about moving the June meeting date back one week to allow more time for contractors' quotations, which the Board will need to approve before work can start, but that decision was deferred.

IV. BOARD OF DIRECTOR COMMENTS: None.

V. ADJOURNMENT

The meeting was adjourned at 8:49 AM on motion by Forte and second by Grace.